

## Appendix A: Wedding Forms

### FIRST BAPTIST CHURCH WEDDING OFFICE INFORMATION SHEET

**This form must be filled out and returned to the church office in order to reserve the church facilities.**

PLEASE PRINT OR TYPE:

BRIDE'S FULL NAME \_\_\_\_\_

GROOM'S FULL NAME \_\_\_\_\_

WEDDING DATE \_\_\_\_\_ TIME \_\_\_\_\_

REHEARSAL DATE \_\_\_\_\_ TIME \_\_\_\_\_

WEDDING LOCATION: SANCTUARY \_\_\_\_\_ CHAPEL \_\_\_\_\_

SOUND TECHNICIAN: YES \_\_\_\_\_ NO \_\_\_\_\_

USE CANDLE STANDARDS: YES \_\_\_\_\_ NO \_\_\_\_\_

BRIDE IS A MEMBER OF \_\_\_\_\_ CHURCH

GROOM IS A MEMBER OF \_\_\_\_\_ CHURCH

MINISTER TO PERFORM CEREMONY \_\_\_\_\_

THE CONTACT PERSON REGARDING WEDDING (Name & relationship)

\_\_\_\_\_ PHONE \_\_\_\_\_

WEDDING DIRECTOR \_\_\_\_\_ PHONE \_\_\_\_\_

FLORIST OR DECORATOR \_\_\_\_\_ PHONE \_\_\_\_\_

ORGANIST \_\_\_\_\_ PHONE \_\_\_\_\_

INSTRUMENTALIST \_\_\_\_\_ PHONE \_\_\_\_\_

\_\_\_\_\_ PHONE \_\_\_\_\_

\_\_\_\_\_ PHONE \_\_\_\_\_

WEDDING DAY, ARRIVAL TIME OF FLORIST \_\_\_\_\_

RECEPTION: WHERE \_\_\_\_\_ TIME \_\_\_\_\_

CATERER (If in fellowship hall) \_\_\_\_\_ PHONE \_\_\_\_\_

NURSERY: You may arrange for child care in the nursery area, if needed.